

**Oneida County Buildings & Grounds Committee Meeting  
November 7, 2016  
Minutes**

**Committee Members present:** Billy Fried, Bob Metropulos, Scott Holewinski and Lance Krolczyk. Greg Oettinger excused.

**Department Staff:** LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

**Others Present:** Lisa Charbarneau and Dan Gleason (LRES), Brian Desmond (Corporation Counsel), and Kevin Boneske (Star Journal).

**Call to order**

Chairman Fried called the meeting to order at 9:30 a.m.

**Approve agenda**

Motion to approve the agenda by Krolczyk, second by Metropulos. All ayes; motion passed.

**Approve minutes from October 3, 2016 committee meeting**

Motion to approve of the minutes from the October 3, 2016 committee meeting as presented by Holewinski, second by Metropulos. All ayes; motion passed.

**Bills, vouchers, blanket purchase orders, line item transfers**

Motion to approve the bills, vouchers, blanket purchase orders, and line item transfers as presented by Holewinski, second by Krolczyk. Brunette reported the bills that were highlighted reflected 2 months of charges. Brunette commented they were seeing an increase in expenses related to the increased inmate population noting the water bill jumped from \$7,000 to \$16,000 a quarter but the increase will be covered by revenues from the Sheriff's Department and should be within budget. All ayes; motion passed.

**Budget hearing changes to Buildings & Grounds 2017 budget requests and proposed 2017 Capital Improvement Projects**

Brunette reported upon the amounts approved by the Administration Committee and included in their budget to go to the County Board for the following projects:

- \$59,624 for the update to LED lighting for phase 1 including \$44,624 for lighting, \$10,000 for vendor installation and \$5,000 for staff overtime for installation; the vendor will do the installation in the historic portion to reduce the exposure of liability for staff injury.
- The counter renovation to accommodate e-filing in Clerk of Courts office at a cost of \$35,000.
- The additional booking station at the LEC at a cost of \$40,000 with \$20,000 coming from jail assessment fees and \$20,000 from the General Fund.
- Coating of the holding cells and bullpen at a cost of approximately \$64,000
- The Treasures counter renovation at \$30,000; neither the Clerk of Courts nor the Treasures Office will include the ballistic barrier and will be done the way other offices have been done.
- The Health & Aging parking paving approved at a cost of \$60,000 using \$11,000 from the Buildings & Grounds budget left over from construction.
- The request for \$145,000 to move the UW Extension offices to leased space was denied.

**Update on storm damage of October 17, 2016**

Brunette reported staff worked throughout the week following the storm to troubleshoot where damage occurred and to schedule repairs. Brunette added so far there was just over \$2,000 in charges for a chiller pump verified as lightning damage, damage to a frequency drive with possible damage to panic alarms and control boxes. Brunette stated she would have more information at next meeting and noted a tally would be kept to be submitted to insurance with vendor's notes for lightning damage. Huber reported they were working with ITS to repair the panic alarm to dispatch.

**Updates/action on Buildings & Grounds projects/activities**

**a. Law enforcement center contract with Simplex Grinnell for radio room fire suppression system and installation**

Contact with Simplex Grinnell: Brunette reported they were ready to proceed with the work in the radio room and the contract was reviewed by Tom Wiensch/Corporation Counsel who advised since the vendor would not change the contract it would be up to the committee to decide to proceed with them as a business decision. Brunette stated she would recommend that they proceed since it came in less than budgeted, they need to protect the equipment and she would hate to lose the funding for the project. Motion to approve as the Tyco Simplex Grinnell contract in relationship to the LEC radio room fire suppression system as presented by Fried, second by Metropulos. Brunette reported they are limited to this vendor because the equipment is proprietary and noted in the past they had looked at other vendors but the cost was almost double. Fried questioned if there is a discount for insurance; Brunette stated she would look into it. All ayes; motion passed.

**b. Law enforcement center retro-commissioning**

**i. Lighting**

Brunette reported Grumman/Butkus put together an RFP; however, Brian Desmond reviewed and said since it was under \$25,000 they could advertise for services. One vendor replied with \$12,000 for bulb cost, \$2,640 for installation, \$680 for disposal of old bulbs, for a total of \$15,320 to replace the critical areas that are illuminated 24/7. After the rebate of \$4,000 the total cost to the county would be \$11,320. Motion to approve the lighting at the Law enforcement center with the retro-commissioning project as presented not to exceed the total cost of \$12,000 by Fried, second by Krolczyk. All ayes; motion passed.

**c. Jail shower re-coating project—concept of bundling with bullpen and holding cell coating approved for year 2017**

Brunette stated they would benefit to wait until January 2017 due to the changes to the prevailing wage rate and bid as one package to save money. Brunette added the quote received was based on not using prevailing wage so they would likely not get all the jail showers coated if done this year. Brunette commented it would be more efficient to do both at one time and if not approved for 2017 they will move forward with the jail shower re-coating anyway. Brunette added the bid packet will be brought to the committee for approval before being bid out. Motion to follow the concept as presented for 2017 by Holewinski, second by Metropulos. All ayes; motion passed.

**d. Jail commercial clothes dryer**

Brunette reported that there's a commercial clothes dryer at the LEC that's beyond the expected life of 15 years and required repairs at a minimum cost of \$2,000 with staff performing

the repairs or an additional \$900 for a service call. A new, more efficient model would cost approximately \$6,500 but would save about \$627 annually over the life of the dryer. Brunette stated they are waiting for a response from the vendor on the replacement of both units at the same time since they are the same age. Brunette stated the money would likely need to come from the Major Repair/Minor Renovation account which has the funds; however, they may consider a line item transfer in the event the funds are needed elsewhere before the end of the year. Fried directed Brunette to speak with the Finance Director about thoughts if there is a better way to do it. Huber stated he would look into the availability of a maintenance plan. Motion to move ahead with the purchase jail commercial clothes dryer by Holewinski, second by Fried. All ayes, motion approved.

**e. UW leased space/workplace environment—anticipation of formal request for use of courthouse office space**

Brunette stated she anticipated she would be receiving a formal request for use of courthouse or other county office space to temporarily house 2 state staff members for the winter. Brunette stated there were possibly two offices in the area of medical examiner or a room next to the LRES office. Charbarneau stated she had a brief conversation with the Corporation Counsel about what the county is required to do and what would happen if additional people would like to move and the county's ability to accommodate additional requests. Fried stated they would deal with the formal request once it is brought to the committee. Fried added they did not want to disrupt departments that are working well and would need to know the expected length of time. Brunette added the engineering study at the airport would be on hold until the health of person to do study has improved.

**f. Courthouse exterior stone work**

Brunette reported \$120,000 was approved in the 2016 CIP from a continuing appropriation account specifically to address the exterior stone work and there was room in contractor's schedule to repair the north balcony. Brunette added it could be repaired for \$6,400 if done this fall or the \$20,000 range if done in the spring. Brunette stated she had the contract in place and they will be here yet this fall.

**g. Review of departmental costs for WiFi wire pull, plaster repair near Door #2 (courthouse), and painting of wrought iron detail on staircase (courthouse)**

Brunette reported staff was used for the wire pull with IT reimbursing the overtime cost at a cost of \$1,743.65 to date, not including benefits but Margie Sorenson indicated those should be charged out. The original quote was for \$20,000 so it came in at a significant savings and was done quicker.

Brunette reported the original estimate to perform the plaster repair came in at \$10,000. Due to regulations on lead paint abatement and workers compensation liability they had a company remove the lead paint at a cost of just under \$1,200, then staff, at an OT rate, and an LTE repaired the area for a total expenditure of \$2,119.18 saving just under \$8,000.

Brunette reported an inmate of the county was an experienced painter and wanted to paint the staircase working 150 hours with only \$450 for paint and supplies. Brunette stated the quality of the work was outstanding and estimated a cost of \$4,500 for labor if he was paid.

**h. Installation of computer—courthouse maintenance shop and implementation of shared preventative maintenance information**

Brunette reported computers had been setup in the maintenance shop at the courthouse, in addition to the LEC and the Health and Aging building, so they can forward email to staff can and to log preventive maintenance which will be monitored from their office.

**Closed Session – It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Wisconsin Stats. Sec. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (topic: Cleaning Technician compensation)**

Motion to enter into closed session at 10:11 a.m. by Holewinski, second by Metropulos. Roll call vote with all in attendance voting ‘Aye’; motion passed.

**Return to open session**

Motion to return to open session at 10:18 a.m. by Metropulos, second by Fried. Roll call vote with all in attendance voting ‘Aye’; motion passed.

**Review of courthouse space**

Brunette reported this included as part of the anticipated request under the UW Extension heading.

**Non-budgeted item requests**

None

**Public comment**

None

**Items for next agenda: bid specifications for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project**

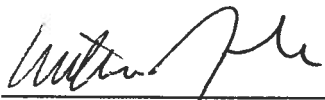
Brunette stated the next meeting would be for the bid specifications for the condensing boiler and installation and demand controlled kitchen exhaust and installation as part of the Law Enforcement Center retro-commissioning project.

**Future meeting date(s)—Tuesday, November 15, 2016 at 9:00 a.m.; previously scheduled – Monday, December 5, 2016 at 9:30 a.m.; needed for award of boiler/kitchen exhaust bid – Monday, December 19, 2016 at 9:30 a.m.**

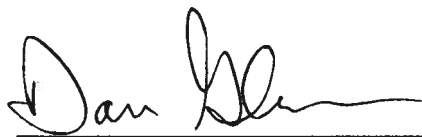
Fried stated Expera had requested a special meeting before the County Board Meeting so the November 15, 2016 meeting would need to move to 9:15 a.m. immediately preceding the County Board meeting on same day to review the bid specifications. Brunette requested to move the December 5<sup>th</sup> meeting to December 19<sup>th</sup> at 9:30 a.m. to award bid.

**Adjournment**

Motion to adjourn at 10:29 a.m. by Metropulos, second by Krolczyk. All ayes; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary